

DTS-550-1
REV. 7/88DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO.

612-135

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Division of Labor and Industry
Employment Standards Service

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>WORK PERMIT FOR MINORS</u> Noted on these permits is basic information about a minor who is applying for employment. Also, the employer's name, address, and description of duties are listed.	Retain until the minor has reached age 21, then destroy.
2.	<u>WAGE COLLECTION CLAIMS</u> These files contain documentation of an employee's claim for wages promised and earned but not paid. They may contain an investigator's report, letters to the employer, receipts if the wages are paid, or a letter of notification to the employer of his failure to comply with the law. <u>WAGE AND HOUR INVESTIGATIONS</u> These files contain the summation of information about each employer whose wage payments have been investigated.	Retain for 1 year after date case activity is completed, then destroy. Retain for 3 years after date case activity is completed, then destroy.
4.	<u>GENERAL CORRESPONDENCE</u> This general correspondence file consists primarily of letters of inquiry concerning laws governing children's working hours, conditions, and ages. It also contains correspondence with employers who are employing children illegally, explaining the infractions and suggesting means of rectifying the situation.	Retain for 3 years after date of correspondence then destroy.
5.	<u>APPLICATION FOR WORKSHOP LICENSE</u> The applications are submitted by workshops, where clothing is manufactured, altered, repaired, or tailored. The approved application becomes the department's proof of the license.	Retain permanently. Transfer periodically to the Archives.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

8-24-91 - *Robert J. Hill* Director
Date Signature Title

DEC 19 1991

Edward C. Papenfuss
Date Signature Title

Item No.	Description	Retention
6.	<u>MANUFACTURERS' DIRECTORY</u> This directory, maintained on 3x5 cards, is a complete index of all firms engaged in any type of production manufacturing in the State. Information on each card consists of the firm's name, code number, products, or type of business, and number of employees.	Retain permanently. Transfer periodically to the Archives.